

2. **MILITARY ADAPTATION:** The old "Royal Order of the Sword" ceremony has been revived, updated and adopted by the noncommissioned officers of the Military Airlift Command as their method for paying tribute to personages whom they hold in the highest esteem and whom those noncommissioned officers choose to honor. Any individual, regardless of status, may be inducted into the "Order of the Sword" by noncommissioned officers of the Military Airlift Command, in accordance with directions contained herein.

3. **ORDER OF THE SWORD COMMITTEE:** The chairman of the "Order of the Sword" committee will be the Chief Master Sergeant of the Military Airlift Command. Other committee members will be the Chief Master Sergeant of each MAC AF, CONUS Military Airlift Wing and Technical Service.

4. **NOMINATION AND SELECTION OF HONOREES:** Any group of MAC noncommissioned officers, at wing or comparable level, may induct any individual of their choice into the "Order of the Sword" once that individual is approved for such induction by the MAC "Order of the Sword" committee. Nominations will be made, by letter, from the representative of the nominating group to the Chief Master Sergeant of the Military Airlift Command. Letters of nomination must include a biographical sketch of the nominee and a synopsis of the events or other reasons for nomination. The nominating letter should not be all

inclusive but should be sufficiently complete so committee members can get an impression of the individual nominated. The Chief Master Sergeant of the Military Airlift Command will poll each committee member for his approval or disapproval of the nominee. A two thirds vote of all committee members is required for approval to induct any nominee into the "Order of the Sword." The Chief Master Sergeant of the Military Airlift Command will respond to the original request by letter, citing the approval or disapproval. Nominees not approved by the committee will not be recognized as "Order of the Sword" inductees.

5. PERMANENT RECOGNITION OF "ORDER OF THE SWORD" RECIPIENTS: A large base mounted "master sword" symbolic of the formal "Order of the Sword" ceremony will be on permanent display at Headquarters, Military Airlift Command. Individual $1\frac{1}{2}$ x 3 inch bronze plaques inscribed with the honoree's rank or position; first name, middle initial, and last name, and the date of the formal induction ceremony will be provided by the noncommissioned officer group conducting the ceremony. The individual bronze plaques will be permanently affixed to the base of the "master sword" by the honoring noncommissioned officers.

6. FINANCIAL ASPECTS: The hosting noncommissioned officers are responsible for the total cost of the ceremony from their own resources. This includes the banquet, the presentations made to the honoree, and any ceremonial equipment (individual swords, printed proclamations, etc).

7. THE FORMAL INDUCTION CEREMONY: The ceremony consists of a cocktail period and a formal dinner. Participants will be as follows:

Honoree - Previously described as the nominee in para. 4.

Honoree's Wife - (No other female except those in the Armed Forces).

Honored Guests - Individuals selected by the honoring group to sit at the head table.

Sergeant Major (SM) - The noncommissioned officer designated to preside over all proceedings and to perform those Sergeant Major duties prescribed herein.

First Sergeant (FS) - The noncommissioned officer designated to perform those First Sergeant duties prescribed herein.

Duty Sergeant (DS) - The noncommissioned officer designated to perform those Duty Sergeant duties prescribed herein.

Sergeant At Arms (SA) - The noncommissioned officer designated to perform those Sergeant At Arms duties prescribed herein.

Chaplain - A selected noncommissioned officer.

Color Guard Commander (CGC) - The noncommissioned officer designated to perform those Color Guard Commander duties prescribed herein.

Color Guard - Noncommissioned officers and/or airmen, as desired, to carry and to post the American, General Officer's (where appropriate) and unit flags/guidons in accordance with the procedures outlined herein.

Drums and Bugles - Drums and bugles, in the amount desired by the honoring committee.

Musicians - Any type of musical accompaniment, as selected by the honoring committee, to provide background music during the dining period.

Choral Group - An NCO and/or airman singing group of a size determined by the honoring committee, to perform as prescribed herein.

Guests - Guests will be as determined by the honoring committee.

Dress: Attire for all military participants will be formal or semi-formal military uniform. Attire for civilians will be formal.

HEAD TABLE ARRANGEMENT: The head table will be arranged as shown in Figure 1.

GUEST TABLES: The tables for other than the honored guests may be arranged in any manner suitable to the area where the ceremony is being conducted, as determined by the honoring committee. All squadron commanders, with first sergeants sitting opposite, will be seated at one table in a part of the dining facility where posting of the squadron guidons can be accomplished to the rear of the commanders.

8. ELEMENTS:

INVITATIONS:

HONOREE: The invitation to the honoree will be of rich grain wood construction, with ultramarine blue velvet lining. Left side of

invitation will contain a gold ribbon on which is imprinted "Order of the Sword" in ultramarine blue. Centered below the ribbon will be the unit crest superimposed over crossed swords. Right side of invitation; the invitation on parchment scroll. (See Figure 2.) Note: The MAC crest is used in the attachments to this booklet as a guide only. Units should use their own crests.

GUESTS AND NONCOMMISSIONED OFFICERS IN ATTENDANCE:

Invitations to these personnel will be prepared on parchment paper as shown in Figure 3. Invitations to officer guests are the same as shown in Figure 3, except that attire will be mess dress.

TABLE SETTING: The head table configuration will be as shown in Figure 1. All tables will be covered with gold colored cloths. Silver, china and glassware will be placed in standard formal dinner setting. Napkins will be gold colored and folded upright in tricorn fold. Each place setting at the head table will be provided two wine glasses. First glass will be used for regular toasts, second glass will be used only for toasting the honored guest and broken in the toast glass receptacle after toasting. Place settings at all other tables will have only one wine glass which will not be broken after toasting the honored guest.

HEAD TABLE CENTER PIECE: The center piece will be the MAC Ceremonial Sword which is obtained from the keeper of the sword, the Chief Master Sergeant of the Military Airlift Command.

PLACE CARDS: The name and rank of each guest will be on a card embossed with the "Order of the Sword" symbol. Place cards will be used at the head table.

MENU: The menu (sample shown as figure 4) is prepared on parchment paper, folded down the center and placed inside menu cover (Figure 5). The cover is gold with black lettering.

TOAST GLASS RECEPTACLE: The receptacle (Figure 10) is covered by gold colored cloth and surrounded by blue decorative ropes on four corner stanchions. Decorative emblems or swords may be added.

SCROLL: The scroll (Figure 6), made of parchment paper on brass or bronze rollers, is signed by NCOs upon entering the ceremony. It is presented to the honoree by the Sergeant Major at the conclusion of the ceremony.

PROCLAMATION: An appropriate proclamation (Figure 7) is prepared by the honoring unit Order of the Sword committee. Titles and signatures of committee members are affixed at the bottom of the proclamation. Proclamation is mounted under glass in wooden shadow box.

ORDER OF THE SWORD CITATION: The citation (Figure 8), signed by the Sergeant Major, contains a gold ribbon on which is imprinted "Order of the Sword" in ultramarine blue. The citation is

mounted on ultramarine blue velvet background, under glass in a wooden shadow box.

RANK-RATE AND INSIGNIA & DECORATION AWARD: Rank insignia and decorations (example shown as figure 9) are placed on blue velvet background, under glass in wooden shadow box. NOTE: Additional awards which are appropriate for the honoree and in consonance with the dignity of the ceremony may be bestowed upon the honoree.

9. SEQUENCE OF EVENTS: Cocktail hour is scheduled prior to the start of the dinner. The Sergeant Major will escort the honored guest to the Open Mess. They will be met outside the main entrance by the First Sergeant and Duty Sergeant of the dinner. The Sergeant Major will introduce the guest of honor to the First Sergeant and the Duty Sergeant. The First Sergeant and Duty Sergeant will introduce the guest of honor to the guests. At the end of the cocktail hour "Drum Rolls and Bugles" will sound and dinner guests will move into the ballroom and stand behind their chairs. The Sergeant Major will escort the guest of honor.

SM: "COLOR GUARD COMMANDER" (At this time the Color Guard Commander (CGC) leaves his chair and centers on the head table. Salutes are exchanged between the SM and the CGC).

SM: "POST THE COLORS, CGC."

CGC faces about and commands: "SOUND ATTENTION." On this command, attention is sounded and the drum beat is started. The band sections move into the ballroom and take positions. At the same time, the General's flag bearer moves in and takes position. When band sections and flag bearers are in position, the CGC commands: "PRESENT ARMS."

The flag bearers present the General officers flags. The CGC faces about and salutes.

The band section (drum and trumpeters) sound the appropriate "ruffles and flourishes." At the end of "ruffles and flourishes," the CGC drops his salute, faces about and commands: "ORDER ARMS."

The flag bearers return to the carry position; the CGC commands:

"COLOR GUARD, FORWARD MARCH."

The drum sections play the drum cadence and the color guards enter.

The National-Air Force-Wing-Squadron Color Guard enters. All colors take positions.

When all colors are in position the drum beat stops and the CGC commands: "PRESENT ARMS."

The Wing and Squadron colors dip and color guards present arms.

The CGC faces about and salutes. The band section plays "To The Colors."

The Air Force colors present at the first note of the music.

On the last note of the music the Air Force colors return to the carry. The CGC drops his salute and faces about and commands: "ORDER ARMS. All colors return to the carry and the color guards come to Right Shoulder Arms.

The CGC faces about. The SM commands: "POST THE COLORS." No salutes are exchanged. The CGC faces about and commands: "COLORS, POST, MARCH."

He then faces about and remains at the position of attention.

The drum section starts the drum cadence. The color guard splits with the National and Air Force colors moving to the right, followed by two color guards. The Wing and Squadron colors move to the left, followed by two color guards. The General flag bearers split and follow the colors, ranking flag to the right. The color guard and the flag bearers pass behind the head table and take their position. They do not cross to the other side with their respective colors. General officers' flag bearers take positions. All remaining movements are executed without verbal commands. All movements are executed by drum rolls played for each movement.

Drum Roll #1 - All color bearers grasp flag staff with left hand above right hand.

Drum Roll #2 - All color bearers lift the colors from the harness and place in color stands. Bearers remain bent over.

Drum Roll #3 - Color bearers come to a position of attention.

Drum Roll #4 - National, Air Force, Wing and Squadron color bearers take one step to the rear.

Drum Roll #5 - All color bearers come to Present Arms (hand salute) and color guards come to Present Arms from Right Shoulder Arms.

Drum Roll #6 - All color bearers drop hand salute and color guards return to Right Shoulder Arms.

Drum Roll #7 - National, Air Force, Wing and Squadron color bearers face to the side.

Drum Roll #8 - Color guard marches out.

Marching drum beat starts and the National, Air Force, Wing and Squadron color bearers move to their right and the color bearers move to their left, each followed by a color guard and General officers' flag bearer.

The band sections move out after the General officers' flag bearers.

The drum beat ceases when the last drummer has cleared the ballroom.

SM: "CGC TAKE YOUR POSITION." The CGC moves to his assigned place at the dinner table.

FS: "GENTLEMEN, PLEASE BE SEATED." Note: After all seated:

"CHAPLAIN, WILL YOU PLEASE GIVE THE INVOCATION."

Chaplain (Standing): Gives invocation.